



Marshall Space Flight Center Equal Opportunity Program

Supervisors' Orientation

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NASA/MSFC



Marshall Space Flight Center Equal Opportunity Program





Marshall Space Flight Center Equal Opportunity Program

- **Purpose—
To develop and administer a comprehensive affirmative employment program to ensure equal opportunity in all phases of operations undertaken by the Center.**
- **NASA Headquarters Functional Oversight—
Office of Diversity and Equal Opportunity Programs
Dr. Dorothy Hayden-Watkins, Associate Administrator.**
- **Primary Federal Agency Oversight—
Equal Opportunity Employment Commission (EEOC).**



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Inter-relationship and Differences Between Equal Employment Opportunity, Affirmative Action, and Diversity

EEO

Goal: Eliminate Discrimination

Coverage: 7 protected classes by Federal laws – religion, race, color, national origin, sex, mental and physical disability, age.

1 class by Executive Order – Sexual Orientation

Affirmative Action

Goal: Eliminate Under representation

Coverage: 3 groups who experienced historical discrimination and are part of the 7 protected classes.

Minorities, women, and people with disabilities

Diversity

Coverage: All people, any difference

Goal: Inclusion – treating all people with respect and dignity and in an equitable way.

A. EEO Recourse – EEO Discrimination Complaints process.

Responsible personnel: Line managers – assure discrimination doesn't happen; EEO staff-administer the complaints process according to regulations; all employees – not harass others

B. AA Recourse – EEO Discrimination Complaints process.

Responsible personnel: Line Managers – remove barriers; EEO staff – help identify barriers and solutions.

C. Diversity Recourse – Administrative Grievance; Union Grievance, Appeals process or none!

Responsible personnel: ALL EMPLOYEES – treat each other with respect; Line Managers – treat all employees equitably and assure that coworkers do the same; HR staff – administer the regulatory processes.



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Affirmative Employment Program

Develops and monitors the Center's Affirmative Employment Plan, and provides for the periodic review and evaluation for the Center's Overall equal opportunity program.

- Promotions
- Hires
- Separations
- Awards
- Training/Career Development



Discrimination Complaints

Provide an avenue of redress for employees and applicants for employment who believe that he or she has been discriminated against on the basis of race, color, national origin, sex, religion, age, reprisal, or physical and/or mental disability.

- Pre-complaint counseling**
- Alternate Dispute Resolution Process**
- Discrimination Complaint Process**





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Responsibility of Supervisor/Manager

- **Equal opportunity shall be provided to all qualified persons employed or seeking employment at MSFC, without discrimination, direct or indirect, because of race, color, religion, sex, age, national origin, or physical or mental handicap.**
- **Furthermore, MSFC adopts the policy that sexual harassment constitutes unacceptable conduct in the workplace and will not be condoned.**
- **The policy of equal opportunity applies to all organizational levels and to every aspect of employment, including recruitment, selection, training, advancement, and compensation.**



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Ways of Preventing EEO Complaints

- **Have a credible affirmative employment program.**
- **Examine the pattern of complaints and target remedial measures on indicated priority problems.**
- **Maintain current and complete policies and procedures.**
- **Ensure the uniform application of policies and procedures.**
- **Monitor personnel practices for their fairness as well as relevance.**
- **Evaluate the affirmative employment track record of managers and supervisors and act on findings.**
- **Examine the formal and informal organization for potential EEO trouble-spots.**
- **Hold managers accountable.**
- **Have an effective grievance procedure.**
- **Have an effective EEO complaint procedure.**
- **Maintain a continuing EEO training and education program.**



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- **Disabled Veterans/Individuals with Disabilities Program**
Program requires the development of affirmative employment plans for disabled veterans and individuals with disabilities. These plans address:
 - **Recruitment, Hiring, Promotion, Retention**
 - **Accessibility/Reasonable Accommodation Issues**
 - Building access
 - Wheelchair ramps
 - Accessible restrooms
 - Handicap parking
 - Telephone devices for the deaf (TDD)
 - Computer equipment for the blind
 - Interpretive services
 - **Current Employee Disability Profile**
 - Disabled employees 150
 - Targeted (severely) disabled 28
 - Disabled veterans 44



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Special Emphasis Programs

- **Special Emphasis Programs are designed to assist in the recruitment, selection, development, and career advancement of American Indians, Asian/Pacific Americans, African Americans, Hispanics, disabled veterans, persons with disabilities, and women.**
 - **Center Support Special Emphasis Activities—**
 - **African American History—February**
 - **Women's History—March**
 - **Take Our Children to Work—April**
 - **Asian/Pacific American Heritage—May**
 - **Women's Equality Day—August 26**
 - **Hispanic Heritage—September 15–October 15**
 - **Disability Awareness—October**
 - **Native American Indian Heritage—November**
 - **High School Senior/NASA Day—Alabama A&M University—November**



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Minority Community Outreach Program

- **This initiative is designed to ensure that access to Center facilities and learning resources is available to the traditionally underrepresented community population.**

EO Office supports/sponsors special Center tours for community service organizations such as:

- Boys and Girls Clubs
- Harris Home for Children
- The Opportunity Center
- Coalition for At-Risk Minority Males
- Community Intensive Treatment for Youth
- Rosa Parks Pathways to Freedom Tour Group
- International Club
- Huntsville City Schools Disabled Students
- Head Start Students
- Girls Incorporated



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- **Sexual Harassment—**

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.



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- **Sexual Harassment (cont'd)—**

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- **The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.**
- **The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.**
- **The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.**
- **Unlawful sexual harassment may occur without economic injury to or discharge of the victim.**
- **The harasser's conduct must be unwelcome.**

It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. The victim should use any employer complaint mechanism or grievance system available.



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